SAFETY BULLETIN

Third Party Induction (TPI) Changes

Third Party Induction, commonly known as TPI, is a process for Third Party individuals working on MTM worksites/premises who don't hold, or are not required to hold a valid Rail Industry Worker Card. The requirement to have a TPI is outlined in Safety and Environmental Requirements for Contractors and Third Parties (A2020).
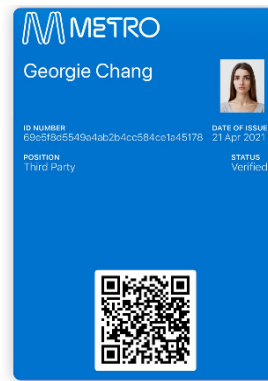
What is changing?

- TPI, overseen by our third-party vendor CredEntry (previously known as Credenxia) will transition from physical site access cards to digital site access cards.
- Upon successful verification of a worker's ID and induction requirements, a digital card is instantly generated and accessible within their CredEntry profile. This digital card can then be conveniently presented by the worker to gain site access.
- The card can be downloaded or stored in the worker's Apple or Google wallet. Note: Hard copy cards will still be available upon request but will incur an additional cost.
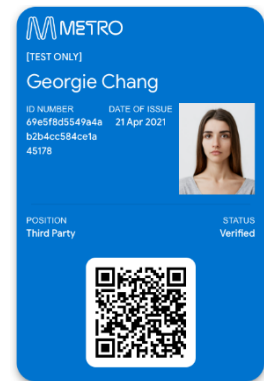
What will the digital cards look like?

Digital Cards   Apple Wallet   Google Wallet

The digital cards contain a QR code. Upon scanning the QR code, you'll be taken to the worker's credential report.

Are the physical cards still valid?
Yes, workers who hold a physical card can continue to use them. If a physical card is misplaced, workers can access a digital card through their profile. To retrieve the digital card, they will need to log onto: https://positions.tikforce.com.

How can a worker download the digital card?
- Step 1: Log into the CredEntry portal at https://positions.tikforce.com
- Step 2: Click on "Identity Cards".
- Step 3: Select the "MTM Third Party Induction" Card.
- Step 4: The card will now be displayed.

If the worker's card isn't visible, it indicates outstanding requirements. The worker must complete all requirements to be issued a digital card.
If you or the worker encounter any issues, please contact the support team via Support@Credenxia.com.

REFERENCE	ISSUE DATE	CONTACT
SER-BUL-02-2024	02/07/2024	Metrosafe@metrotrains.com.au

MetroSafe

SAFETY BULLETIN

Further Information

For further information please refer to the Metro Document Portal, follow link to Safety & RIW> Safety Documents> Third Party Induction (TPI) document heading which provides the following information;

- MTM Workflow – Adding a Supplier
- MTM Portal Access Request Form
- MTM TPI Process – Q and A's

Authorised by

Jodie Talone
General Manager Safety & Health

SAFETY BULLETIN

The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☒	MTM	Entire MTM Network
☐	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☐	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☐	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☐	PRJ	Projects
☐	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed): (List them here)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☐	Infrastructure
☐	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☒	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☐	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):